



STATE OF VERMONT
OFFICE OF LEGISLATIVE
HUMAN RESOURCES

Legislative Staff Job Description

JOB TITLE:

Director and Chief Counsel

DEPARTMENT NAME:

Office of Legislative Counsel

REPORTS TO:

Joint Legislative Management Committee

JOB PURPOSE: The Director and Chief Counsel leads and manages the Office of Legislative Counsel. The Office of Legislative Counsel provides high-quality, nonpartisan, legal advice and services to legislators, committees, and staff of the Vermont General Assembly. The legal services of the Office of Legislative Counsel include performing legal and policy research; drafting bills, amendments, resolutions, and other legal documents; testifying in committee; providing legal research and analysis in relation to current or anticipated legislative matters; providing policy analysis of current or anticipated legislative matters; and providing contracting, public records, and other legal services to other legislative offices. The Office of Legislative Counsel also edits all bills, acts, resolutions, amendments, and other legal documents for the General Assembly, and the Office is responsible for publication of the Vermont Statutes Annotated.

Duties and Responsibilities

- Sets strategy by developing Office initiatives, processes and procedures. Allocates the resources of the Office to include managing the work assignments of the Legislative attorneys.
- Collaborates with Legislative Leadership and the Supervisor of Drafting Operations to develop and follow clear expectations and protocols for drafting requests and introduction of bills, resolutions and amendments.
- Advises on complex and sometimes controversial legal matters that include or relate to constitutional law, legislation, ethics, conflict of interest, litigation, public records, employment, and investigations to other offices within the Vermont General Assembly, when requested or as needed.
- Improves the culture and morale of the Office by providing mentoring and coaching; encourages professional development and fosters employee engagement. Ensures that the Office maintains measurements of performance and accountability through regular, performance evaluations. Collaborates with the Deputy Chief Counsel and

Supervisor of Drafting Operations roles on these and other matters that impact the Office.

- Establishes and maintains strong, transparent, trusted relationships with staff colleagues, legislative leaders, legislators, Executive and Judicial Branch leadership and staff, external contacts and other local, state, and federal offices.
- In collaboration with the Legislative Joint Fiscal Office, prepares an annual budget for the Office. Ensures the budget is adhered to throughout the fiscal year.
- Supervises and conducts legal training for attorneys and training for legislators and legislative staff, such as sexual harassment prevention.
- Makes hiring decisions for the Office. Collaborates with Human Resources on the recruiting and onboarding process; promotes and supports an inclusive work environment.
- Follows compensation processes in place.
- Manages own legal workload, which may include researching and writing bills and amendments.

Required Skills

- Excellent written and oral communication skills.
- Experience interpreting and applying constitutional provisions, statutes and legal precedents.
- Ability to analyze and interpret legal issues and provide nonpartisan, expert information in a political environment.
- Skilled in organizing content, creating presentations and skillfully presenting to groups, both small and large.
- Demonstrated, proven management experience and skills required to successfully lead, manage and develop a professional, legal team and operations in a high-pressure environment.
- Ability to foster a collaborative and cooperative work environment with both internal and external customers.
- Proficient in negotiations, problem-solving and building consensus among disparate groups and interests.
- Ability to maintain a flexible schedule, including working extended hours, possibly on nights and weekends.
- Ability to maintain composure while meeting tight deadlines.
- Advocate for ethical behavior and integrity.
- Ability to maintain confidentiality and manage politically sensitive work.

Preferred Skills

- Substantial knowledge of constitutional and other legal principles applied to legislative practice and policies.
- Understanding of proper bill drafting principles and protocols, as well as procedures and methods of legal, historical and political research.
- Understanding of current and developing legal matters and trends impacting legislative work.

- Familiarity with or background in litigation, investigations, and the provision of in-house legal counsel.
- Experience with drafting, analyzing, negotiating and finalizing contracts and agreements.

General Competencies

Adheres to policies and procedures.

- Maintains privacy and confidentiality.
- Promotes and employs ethical actions.
- Demonstrates excellent customer service by conducting daily activities, communications, and interactions in a positive, collaborative, and professional manner.
- Communicates with diplomacy and tact.
- Identifies and communicates learning, competency, and personal development needs.
- Notifies appropriate stakeholders as soon as possible when an extended absence from work is necessary.

Required Education and Experience

Required

- Juris Doctor from an American Bar Association accredited law school.
- Member of the Vermont State Bar in good standing, or
- Member in good standing of the State Bar of another state or District of Columbia, with the ability to become licensed to practice law in the State of Vermont within one year of employment.
- A minimum of 2 years of management experience in a legislative or demonstrably similar environment, that directly relates to the duties and responsibilities specified.
- A minimum of 10 years of recent legal work experience.
- Experience developing and monitoring a fiscally responsible budget.

Physical Requirements

- Ability to remain in a stationary position for prolonged periods; use a computer and other office equipment up to 80% of the time; frequently communicate and exchange information to others up to 80% of the time; Ability to lift up to 15 lbs.

Note: This job description reflects the assignment of essential job functions. It does not proscribe or restrict the tasks that may be assigned.